



# GENERAL REQUIREMENTS

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## 1.1 Health and Safety Policy

Terrafirma Resources is committed to a strong safety program that protects employees, subcontractors, clients, the public, and the environment from accidental or deliberate loss caused by injuries or accident.

In fulfilling this commitment, management will provide and maintain a safe healthy work environment in accordance with industry standards and in compliance with legislative requirements, by supplying the proper equipment, procedures and training to workers. The company will ensure that workers are competent, qualified and trained to perform their job tasks. Direct supervision by a worker who is competent to do the work, will be provided to workers who are not competent to complete the work. We will strive to eliminate any foreseeable hazards, which may result in property damage, accidents or personal injury / illness. Regular inspections will be carried out on worksites, office and shop locations, to ensure that the work site is free of hazards that could cause slips, trips or falls.

Equipment is maintained in a condition that will not compromise the health or safety of workers using or transporting it. Equipment will safely perform the function for which it is intended or was designed, and is of adequate strength for its purpose, and is free of obvious defects.

Terrafirma supports environmental sustainability and strives to conduct work a manner that is environmentally friendly.

Employees and sub-contractors will share the responsibility and be accountable for the company’s health and safety performance. Complete and active participation by everyone, in every job site is necessary for the safety excellence this company expects. Management supports coordination of safety among all workers on the job site and recognizes workers right to a safe work environment as well as a joint responsibility to implement and maintain such an environment.

A health and safety review will be conducted to assess the impact of changes to work processes and procedures before they are implemented.

Terrafirma has an open door policy. However, should a complaint made to a supervisor not be resolved it must be taken to the Safety Representative and be investigated jointly with the health and safety committee. The findings of this investigation will be written in a report and presented to the employer and employee. Where a complaint is found to be justified, Terrafirma will take immediate steps to rectify the situation and immediately remove any worker from danger.

Every employee and contractor has the right and responsibility to refuse unsafe work. For example,

1. Where the use or operation of a machine or thing could cause danger
2. A condition exists in the place that constitutes danger to an employee or to another employee
3. Performance of the activity constitutes a danger to the employee or another employee

Our goal is to maintain an injury and accident free workplace for all employees and subcontractors. By working together in all parts of the program, we can achieve this goal.

Terrafirma recognizes all employees and sub-contractors for their past performance in safety and request their assistance in ensuring that a positive “Safety Awareness” culture continues to be a way of life both on, and off the worksite.

The safety information in all guidelines does not take precedence over applicable legislations and the OHS Code. All employees are responsible to become familiar with applicable legislations and code.

This policy will be reviewed at minimal, on an annual basis.



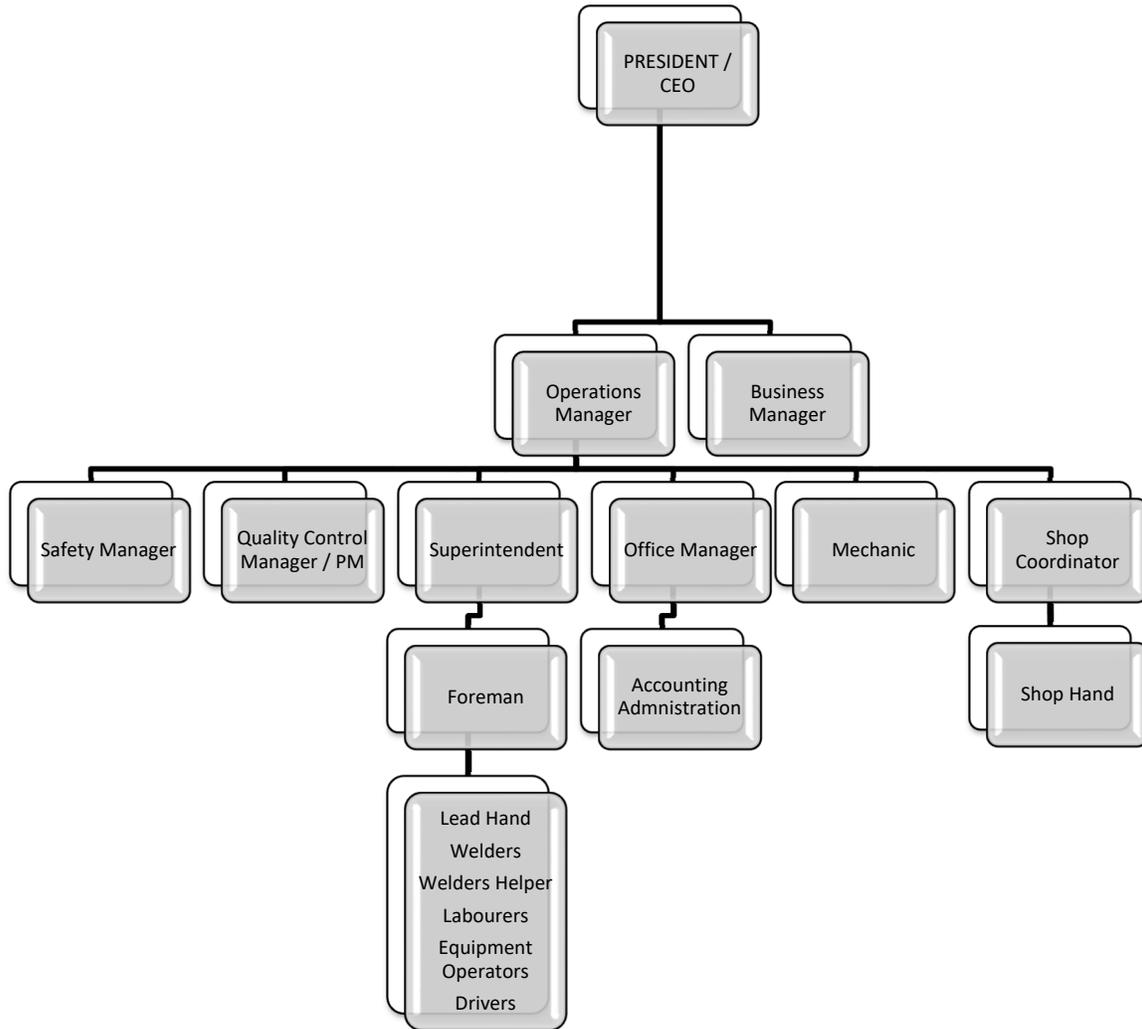
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## 1.2 Organizational Chart



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## 1.3 Management Commitment

To reach the goals set forth in the Health, Safety and Environmental Policy, a structured safety and health program must be implemented and practiced on a daily basis. The overall goal of Terrafirma Resources (referred hereon as Terrafirma Resources) is to implement a program that will reduce the frequency and severity of workplace accidents / injuries by fostering a proactive safety attitude, educating employees in their job tasks and by controlling workplace hazards to the best of their ability. Ultimately, our goal is to have an accident-free workplace.

Clear, specific safety goals shall be established. Goals should give a clear understanding of what is expected, shall be realistic and shall be easy to implement and measure. Terrafirma Resources shall annually review and revise the components of the Safety & Health Program for effectiveness and implementation. Information will be solicited from management, supervisors, workers and contractors to determine the effectiveness of each program component and to assist in developing adjustments and corrections.

The review shall include, but will not be limited to:

- Checking existing procedures and operations to ensure that current component guidelines are meeting safety needs
- Making changes and adjustments in the program where necessary and notify all affected employees and contractors
- Devoting special attention to areas and criteria that demonstrate failure in a program component or when new procedures, processes or equipment have been implemented
- Reviewing results of the Partnerships Certificate of Recognition (COR) audit and prioritizing action items so as to continuously improve the health and safety program.

Following the review, corrective measures shall be taken, as needed, to re-emphasize or restructure the Safety, Health and Environmental Program to perform at optimum effectiveness. Management, employees, and contractors (when required) will participate in the development of new or existing procedures.

Management will continuously make an effort to communicate the health and safety message to their employees expressing the importance of a safe work environment and the impact it has on an individual's personal safety.

Management has many opportunities to provide this safety message and in doing so will establish a safety culture within the organization that is in line with the overall Terrafirma Resources goals, objectives and policies. Management can visibly demonstrate this commitment to health and safety by attending safety meetings, conducting hazard identification exercises with employees, performing site tours at least monthly, to discuss safety with employees and provide instant feedback on health, safety and environmental issues.

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## 1.4 Worker's Rights

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Employees/Workers have the following three basic rights:

- Right to refuse dangerous work
- Right to participate
- Right to know

### **Right to Refuse:**

The “right to refuse dangerous work” means workers should refuse to do work they believe would put themselves or others in imminent danger. Under the OH&S Act, workers are protected from reprisal for exercising this right. Workers must continue to be paid while a work refusal is being investigated.

Employers must ensure that workers:

- Understand the hazards of the workplace
- Know what needs to be reported
- Have the support to exercise their right to refuse dangerous work

Workers should review OHS Act Part 4 – Dangerous Work to understand when and how to report

### **Right to Know:**

The “right to know” means workers need to know about workplace hazards in order to take work-related actions that will help them be safe and healthy while at work. -

Employers must ensure that information on health and safety hazards is available

### **Right to Participate:**

The “right to participate” is another way to reduce the risks for workers. In line with Part 3 of the OHS Act – Joint Worksite Health and Safety Committees & Health and Safety Representatives and other parts of the act, workers should be able to participate in identifying hazards and assist in determining the hazard controls. For instance workers should be trained to participate effectively in field level hazard assessments and pre-job or tailgate meetings.

## 1.5 Safety Responsibilities

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### **1.4.1. Senior Management**

- Protect the health and safety of workers
- Provide qualified personnel
- Provide an effective Safety Program
- Provide Terrafirma Resource’s expectations to clients and employees
- Ensure Terrafirma Resources complies with contractual and regulatory requirements
- Assist in assessing and controlling workplace hazards
- Inform workers of any danger on the worksite
- To provide equipment and training where required
- Provide sufficient time and resources for employees and contractors to do their job properly.

### **1.4.2. Management**

- Implement and maintain the Health & Safety Program
- Protect the health and safety of workers
- Assess and control workplace hazards
- Inform workers of any danger on the worksite
- Provide a safe workplace
- Ensure proper training of workers

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- Ensure that PPE is available and used
- Ensure that regular inspections are done
- Correct unsafe conditions
- Provide first aid
- Investigate all accidents
- Report injuries to the Workers Compensation Board (WCB)
- Ensure compliance with regulations
- Set a good example
- Enforce Terrafirma Resources policies
- Evaluate new and existing procedures
- Maintain open communication with all levels of staffing
- Ensure that all workers have proper skills and training to do their job safely
- Shall ensure that new workers do not work before orientation.

#### 1.4.3. Supervisors (Superintendent/Foreman)

- Promote Safety awareness
- Know and apply the firm's safety program and relevant OH&S Legislation and Provincial/Federal Legislation
- Establish safe work procedures and practices
- Instruct workers
- Correct unsafe practices
- Detect troubled employees
- Correct unsafe conditions
- Enforce safety rules
- Inspect work sites for hazards
- Investigate all accidents/incidents
- Report near misses
- Ensure proper maintenance of equipment
- Comply with regulations
- Set a good example
- Maintain open communication with all levels of staffing
- Have the responsibility to refuse unsafe work or work conditions
- Ensure workers are experienced at the task assigned, if not show do not allow them to perform the task without training
- Conduct Field Level Hazard Assessment with affected personnel prior to the beginning of each job.

#### 1.4.4. Workers

- Carry out their work in a manner that will not create a hazard to their own health and safety or the health and safety of other workers.
- Follow safe work procedures and practices
- Assist site supervisor(s) to reduce and control unsafe conditions and acts on the work site
- Report unsafe conditions
- Report any incidents immediately to their supervisor.
- Report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following injury
- Report any injury or illness
- Be actively involved in the Hazard Assessment process
- Comply with rules and regulations
- Make safety suggestions
- Assist evaluating new and existing procedures
- Wear proper Personal Protective Equipment (PPE)

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- Be educated about the task that they are completing
- Have the responsibility to refuse unsafe work or work conditions
- Report near misses, incidents, accidents, etc.
- Complete all required paperwork as part of the job
- Communicate with whatever level of supervisor is appropriate
- Set a good example.

#### 1.4.5. HSE Manager

- Are responsible for the daily administration of the program on site
- Post all health and safety bulletins, posters, rules, and applicable legislation
- Assist project Managers to investigate incidents and to prepare incident reports and summaries
- Ensure that pertinent reports are submitted as required
- Prepare written descriptions of identified unsafe conditions and the steps taken to correct these conditions
- Maintain safety equipment
- File a copy of equipment inspection reports
- File a copy of inspection checklists
- Ensure that corrective action has been taken whenever deficiencies are identified
- Assist with health and safety seminars or training
- Maintain current knowledge of health and safety literature, legislation, and codes of practice
- Review incident reports to stay informed about project and Terrafirma Resources health and safety performance
- Establish inspection schedules
- Conduct shop/office inspections
- Ensure Safety paperwork is kept current and up to date
- Take all necessary steps to maintain COR compliance
- Maintain a first aid log
- Conduct employee orientations and ensure all workers have up to date tickets
- Create, review and maintain overall Safety Program.

**Note:** On projects where a Safety Coordinator has not been assigned, the duties described above become part of the Managers duties.

#### 1.4.6. First Aid Personnel

- For all jobs, the management will appoint an adequate person(s) to provide such first aid services as may be required, given the nature of the job site and government regulations.
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- The person(s) appointed to this position shall possess an appropriate certificate in first aid in accordance with the relevant Occupational Health and Safety Legislation, and must be available at all times to administer first aid.
- Administer first aid as required
- Maintain a first aid log
- Order all first aid supplies and equipment
- Coordinate the transportation of injured workers to a physician's office or hospital
- Assist the Health and HSE Manager when necessary
- Provide health education materials and/or instruction to all on-site workers as required.

#### 1.4.7. Sub-Contractors

- Promote safety awareness
- Establish safe work practices
- Instruct own workers on safety

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- Correct unsafe work practices
- Detect troubled employees
- Ensure competency
- Correct unsafe conditions
- Follow safe work practices and procedures
- Report unsafe acts
- Report injury or illness
- Comply with Terrafirma Resources Safety Program
- Ensure proper maintenance of equipment and supply records as required by Terrafirma Resources
- Comply with OH&S Rules and Regulations
- Set a good example.

#### 1.4.8. Visitors

- Undergo a visitor orientation
- Never walk about a worksite unescorted
- Allow senior personnel of Terrafirma Resources to greet and escort them around the job site area
- Not be taken to any hazardous area where high pressure, moving machinery, or chemicals are present unless briefed on the associated dangers of such hazards
- Be informed of worksite hazards and instructed on PPE requirements
- Will review site-specific emergency response requirements with senior personnel conducting the visit and orientation
- Abide by all rules/regulations and safe practices according to the orientation.
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Terrafirma Resources workers have the responsibility to protect the health and safety of visitors coming onto the job sites.

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## 1.6 Company Rules

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All employees, visitors and contractors on any Terrafirma Resources project or property must abide by company policies, practices, guidelines and the following rules:

- Personal Protective Equipment shall be worn by all employees and contractors in compliance with Terrafirma Resources policies and client requirements on all worksites
- Report to your supervisor all unsafe acts and unsafe conditions
- Near misses, Accidents, Incidents or injuries, regardless of their nature, shall be promptly reported to supervisors
- Perform all work using safe work practices and job procedures and comply with all applicable legislation
- Maintain good housekeeping in your work area to foster a safe work environment free of hazards associated with slips, trips and falls
- Operate all vehicles and mobile equipment in accordance with site rules and highway legislation. Adhere to all speed limits; provincial, company specific and site specific speed restrictions.
- Mandatory use of seat belts in all company equipment and vehicles.
- All employees and contractors shall participate in Terrafirma Resources Ltd. hazard assessment process and pre-job safety meetings, as well as monthly safety meetings.
- Safety glasses, face shields etc. shall be worn when welding, grinding and for other operations which require eye protection
- Smoking is permitted only in designated areas
- Employees and contractors at every level are subject to immediate termination for discrimination against fellow workers, harassment, violence, theft or vandalism of company property or disclosure of trade secrets.
- Consuming or being in possession of alcohol or illegal drugs on company premises or on any Terrafirma Resources worksite is prohibited.
- You have the responsibility to refuse unsafe work.

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## 1.7 Behavioural Based Safety Policy

Terrafirma is committed to the effective implementation of a behavioural based safety system as a way of improving safety performance through changing the way people behave. It requires workers to take responsibility for their own and each other's safety and to ensure that unsafe acts and conditions are not tolerated.

A behavioural safety system does not replace the safety management system or any other Safe Working Practice Program. A behavioural safety system will assist a company in assessing how well their employees understand their work practices, procedures and conditions and behaviours that cause people to make mistakes. This policy incorporates the following elements:

- Clearly defined expectations
- What the required behaviours are
- How the required behaviours are performed
- Easily understood communication on required behaviours
- Weekly/Monthly safety meetings
- Clear leadership
- Risk awareness
- Accountability of all involved personnel
- Established safety culture
- Effective knowledge management
- Formal job observations

Terrafirma's behavioural safety program will work together with the current safety management systems by providing the following:

- Promotion of an organization with an open and just culture
- Management commitment to supporting the system and allowing it to work, providing sufficient time and resources for those involved
- A system that is easy to understand and implement
- The opportunity for everyone to contribute and be involved
- Training in behavioural based safety that is practical and interactive
- Provide feedback to individuals that is open, prompt, timely and meaningful

It is Terrafirma's mandate that we establish a positive approach to safety by rewarding safe behaviours and correcting unsafe behaviours. If all individuals involved in Terrafirma (Management, Workers, and Subcontractors) work together in this effort, we can continue to foster a positive safety culture within the organization.



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### 1.6.1. Elements of a Behavioural Based Safety System

Behavioural safety relies on observation and intervention techniques and proactive reporting of unsafe acts and conditions to improve safety and contribute to a reduction in accidents in the long term.

Behavioural safety is a way of improving safety performance through changing the way people behave. It requires workers to take responsibility for their own and each other's safety and to ensure that unsafe acts and conditions are not tolerated.

Safe behaviours are encouraged through positive reinforcement (praise), whilst unsafe behaviours are tackled through an effective review process. The system is designed to encourage teamwork as well as personal and group responsibility.

#### The key foundations of a Behavioural Safety are:

- A behaviour which is followed by a "positive reinforcement", will be repeated
- A behaviour which is followed by a "negative reinforcement", will cease in time
- Positive reinforcement has been found to be more powerful than negative reinforcement

#### Just culture

A just culture is essential for behavioural safety. The aim is to ensure that unsafe behaviours are corrected, not punished.

#### Proactive reporting

Behavioural safety policies encourage workers to recognise and report unsafe acts and unsafe conditions - whether or not they result in harm. An "unsafe act / unsafe condition" form may be used for such reporting.

#### Training Employees to be Observers

Observers should be chosen from employees with as many as possible of the following characteristics:

- Respected by peers
- Interest in safety improvement
- Interest in BBS
- Good people skills
- able to provide positive reinforcement for safe behaviours
- able to provide coaching/correction for unsafe behaviours
- able to interact with co-workers

The Observers play a key role in the BBS process. The process relies on them to provide the behaviour performance observations that are used to identify which behaviours are being done safely and which are not.

Some important training elements are:

- Ensure they know when the critical behaviours are being performed acceptably and when they are not. It can be damaging to the observation process if an observer suggests to a worker they are doing the behaviour wrongly when they are not.
- Observation and intervention techniques
- Observation recording techniques
- Observation sequence: interrupt the workers or not, etc.

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## Formal Job Observations

An observation system involves a short, planned observation of one or more trained crew members carrying out a task in the workplace during normal daily duties. It should take normally no longer than five minutes. This observation provides direct, measurable information on the employee's work actions.

Unsafe behaviours are those that clearly increase the potential for an incident. In the workplace, any behaviour is unsafe if it clearly puts the individual or their colleagues at increased risk of harm.

When planning observations here are some of the worker groups that can be observed:

1. New employees
2. Younger employees
3. People under pressure/stress (mind on task)
4. New sub-contractors
5. People rushing/running.

The observer notes both safe and unsafe behaviours and conditions, as well as any actions that make him uncomfortable. A possible set of steps to perform a complete observation, interaction is:

1. Observe the workers for 30 - 60 seconds as you approach them, introduce yourself to the workers. When doing this the observer should not distract the workers at a critical moment ( e.g. Cutting, lifting, using ladders etc). Wait until the interruption can occur when there will be no risk posed to the workers
2. Explain what you are doing and that you will observe them for a bit longer,
3. Observe them for some additional time
4. Stop workers,
5. Feedback what you have observed in a positive manner with awareness of the self-esteem of the workers that have been observed,
  - Starting with the positives to reinforce the safe behaviour, then asking the observed to describe any unsafe behaviour they were aware of and finally discussing any unsafe behaviours or concerns they had. Following the observation, the observer provides feedback to the observed person(s). The feedback session should always begin positively by highlighting safe behaviours that have been observed. The observer must give credit for the proper use of safe procedures - this is an example of positive reinforcement. Feedback should identify what is being done well, what is not being done so well and could be improved and any barriers to improvement. Joint agreement on corrective actions should follow. The feedback session should always conclude on a positive note and the persons involved should be thanked for their assistance.
6. Provide positive reinforcement for all those behaviours that were performed in a safe manner g) when at risk behaviours are observed ask for feedback from the workers to help understand why the at risk behaviours are being performed, and provide coaching/ correction so that the required safe behaviour is obtained
7. Thank the workers for their assistance,
8. Encourage them to continue to work safely.
9. Record data

## System Safeguards and Interventions

All company workers should be prepared to intervene when an unsafe act or condition is observed. The same techniques used for the behavioural safety observation system feedback are used for the Safeguard/intervention conversation. More specifically the following points should be reviewed:

- What could go wrong
- How would you get hurt
- How can you stop anyone getting hurt

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- Identify any barriers to safe behaviour
- Ensure unsafe act or condition is corrected before work recommences
- Gain a commitment for long term change

When analysing unsafe behaviour:

- Address the behaviour, not the person e.g. if a crew member is observed not wearing appropriate PPE, ask "why do people not always use PPE when performing this task" rather than "why did you not use your PPE?"
- Ask the person observed what they consider to be the consequences of the unsafe behaviour
- Identify the root cause of the unsafe behaviour - several observed unsafe behaviours may stem from a single root cause and can therefore be eradicated if the root cause is tackled effectively
- Be aware that unsafe behaviour may arise from a misunderstanding of the ship operator's procedure. Another possibility is that the procedure itself is flawed.

## Recording observation data

Reporting should be open, prompt and accurate within a frame of a no-blame culture. In accordance with a just culture, individuals involved in events to which the reports refer should not be named or otherwise identifiable. The results of the observations are collected from the observation forms and recorded in a data collection/analysis system. All records of observations are retained.

## Summarize and analyze data

The benefits of behavioural safety policy are long-term. The number of health and safety incidents reported may increase in the short term - but a safe, well-managed company with a well-motivated workforce can expect eventually to see a reduction in incidents.

Observation data should be summarized into a format that will be simple to interpret and enable extraction of behaviour performance data. During the analysis it is important to review the observation data for quality and consistency.

Some suggested summaries are:

- Overall percentage of acceptable for all behaviours
- Percentage of acceptable for each separate behaviour
- Observation comments
- Overall percentage acceptable for all behaviours plotted over time
- Percentage of acceptable for each behaviour plotted over time
- Observation and Intervention activity data – number of observations performed for each behaviour
- Charts showing correlation between behaviours and incidents
- Analysis of behaviours that are not being done at risk
- Changes in conditions resulting from the analysis should be properly recorded.

## Provide Recognition

This step is very important to provide the positive reinforcement to the workers for performing the behaviour's safely.

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## 1.8 Enforcement Policy

Terrafirma Resources enforces a three strike policy for disciplinary measures. A strike may be given for non-compliance of our Terrafirma policies, rules and procedures and many also include failure to safely operate or maintain and service equipment. The disciplinary measures will be administered including any or all of the following, depending on the seriousness of the act. All measures will be documented with a copy of the applicable reports placed in the employee’s personnel file.

- Verbal warning- A verbal warning will be given for any safety violation where the potential for injury and or property damage was great or if an employee or subcontractor fails to comply with Terrafirma or OH&S legislation.
- Written warning - This will include an outline of the infraction and the standard that was violated.
- Discussion with the worker will include:
- Review of the standard, procedure, rule and its purpose.
- Date, time, place of the infraction.
- Actions required to prevent a recurrence.
- The worker will be warned that further infractions will result in more severe disciplinary actions. The discussion will be documented and signed by the worker and Management.
- Suspension or Termination - If Management deems the infraction to be serious (i.e.: repetitive, attitude-induced, or severity of the infraction to impact on the health and safety of other workers, the client or the general public), the employee or subcontractor can be subjected to suspension from their duties for any time period or termination should Terrafirma deem it fair and just.

The termination of employment may be implemented prior to three strikes being accumulated, if the first or previous sequential infractions are deemed serious enough by Management to warrant such actions. These actions include repeated identified infractions, gross negligence or misconduct.

Management and Supervisors are responsible for the enforcement of the health and safety rules, policies and procedures. Management will be involved in any actions that will require the termination of a worker and will have the final say on such actions.

Employees shall be made aware of this policy through orientation, where they are required to acknowledge the policy, through access to the policy in the safety manual that is readily available. Additionally, the policy is posted throughout the workplace.

Note: Workers, subcontractors, visitors or anyone who fails to comply with our rules may be removed from projects and properties.



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## 1.9 Drug & Alcohol Policy

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### Purpose

Terrafirma Resources Ltd. is committed to protecting the health, safety and well-being of our employees, customers, and the public. Employees have the responsibility to report for work Fit for Duty and to assist in attaining and safe, healthy and productive workplace. The inappropriate use of Illegal Drugs, Alcohol or Medications can have serious adverse effects on the safety in a workplace.

This Policy applies to all employees of Terrafirma while working on company premises, operating equipment, vehicles or on any work assignment in any role of activity. In addition to the obligations set out in this Policy all Employees must comply with any additional site specific standards. This policy is endorsed by senior management.

### Definitions

**"Alcohol"** means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.

**"Concentration Limits"** means the Alcohol and Drug concentration limits set by the Construction Owners Association of Alberta, US DOT CFR49 Part 40 and the Enform Canadian Upstream Petroleum Model as the same may be amended from time to time

**"Subcontractor"** means any individual that is not a employee, or a business entity, that is engaged by Terrafirma to perform services at a Company Worksite.

**"Drug"** means any drug, chemical or agent that may be used to alter the way the body or mind functions and includes Medications.

**"Drug Paraphernalia"** means any equipment, product or material intended or designed for use in manufacturing, compounding, converting, concealing, processing, preparing or introducing an illicit - 3 - AUGUST 2016 Drug into the human body. This also refers to any product or device that may be used to attempt to mask, tamper with or adulterate an Alcohol or Drug testing sample.

**"Employee(s)"** means all regular full-time, part-time, contract, temporary, casual, co-op, summer and seasonal employees of Terrafirma.

**"Executive"** means an officer of the Corporation.

**"Failure to Test"** includes the failure to report directly for a test, refusal to submit to a test, or refusal to agree to disclosure of a test result to human resources. A failure to test will also include inability to provide sufficient quantities of breath or urine fluid to be tested without a valid medical explanation as provided by a physician

**"Fitness for Work"** or "Fit for Work" in the context of this Policy means being able to safely and acceptably perform assigned duties without any limitations due to the use or after-effects of Alcohol or Drugs.

**"Incident"** means any actual or potential near-miss situation in which a person, property or the environment was harmed or could have been harmed.

**"Medication"** means a Drug obtained (i) over-the-counter, or (ii) by the Employee through a physician's prescription, or (iii) through a Health Canada authorization.

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**"Negative Test Result"** means a report from a certified lab showing that an individual who provided a specimen for Alcohol or Drug testing did not have an Alcohol or Drug concentration equal to or in excess of the Concentration Limits. This may also mean a Medication was detected in provided specimen and the donor had a valid prescription and diagnosis for the Medications' presence

**"Positive Test Result"** means a report from a certified lab showing that an individual who provided a specimen for Alcohol or Drug testing had an Alcohol or Drug concentration equal to or in excess of the Concentration Limits, or a test result that identifies the presence of Drugs not listed in Appendix B but is nevertheless determined to have impaired an individual's Fitness for Work. This may also reflect a medication taken above or outside of the physicians prescribed dosage.

**"Reasonable Cause"** means whenever an authorized representative has observed grounds to believe that the actions, appearance or conduct of an Employee or Subcontractor while on duty are indicative of the use of Alcohol. Reasonable grounds may include, without limitation, physical and behavioral symptoms.

**"Safety-Sensitive Position"** means a position in which an individual has a key and direct role in an operation where the effects of Alcohol or Drugs, could: (i) seriously impact the health or safety of persons on or off Company Worksites; or (ii) could have a serious adverse impact on property could result in a failure to adequately respond to an emergency situation, and shall for greater certainty include all Executives. TerraFirma shall consider all employees who are required to drive both commercial and non-commercial vehicles while performing company work to be in Safety Sensitive Positions.

Safety Sensitive positions in this company include all field level positions. Does not include administrative staff.

**"Substance Abuse Assessment"** means an assessment conducted by a Substance Abuse Expert to determine whether an Employee has a substance abuse disorder.

**"Substance Abuse Expert"** means an individual with knowledge of and clinical experience in the diagnosis and treatment of Alcohol and Drug related issues.

## Alcohol and Drug Work Rule

### Responsibilities

#### Employees/Workers Must:

- Report Fit for Work for all scheduled duty and remain Fit for Work while On-call and while on business or on Company Worksites, not report for work or work:
  - A. with an Alcohol level to or in excess of the Concentration Limits;
  - B. with a Drug level equal to or in excess of the Concentration Limits
  - C. while the Employee's ability to safely perform his or her duties is adversely affected because of the use of Medication.
- Report for testing and participate in testing as required and promote the integrity of the testing process without tampering, adulterating or interfering with testing (for example, masking agents, diluting)
- Decline work requests while under the influence of Alcohol or Drugs (other than the approved use of Medication in accordance with Section 2.3)
- Advise a supervisor as soon as possible if a person may not be Fit for Work, may be under the influence of Alcohol or Drugs (other than the approved use of Medication in accordance with Section 2.3), or may otherwise be in violation of this Policy;
- When requested, participate fully and honestly in any investigation under this Policy; read, understand and abide by this Policy, as well as their responsibilities under it;
- Seek advice and follow appropriate treatment if they have a current or emerging

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problem, and follow recommended monitoring programs after attending treatment; and cooperate with any work modification related to safety concerns due to Medication use

- Encourage their peers to seek assistance through an employee assistance program or Human Resources when there is a potential or actual substance abuse problem.
- Inform Supervisors when they may be experiencing adverse side effects from a Medication taken in accordance with physician recommendations, and dosage.

### Managers and Supervisors Will:

- Understand and Company with this policy as part of their responsibility to perform their work in an effective manner
- Be knowledgeable about the use of Drugs, Alcohol and Medication and identify situations where an employees ability to perform their job functions may be a safety concern.
- When to remove any employee, who is suspected to be in violation of this policy from the worksite in a safe and effective manner. If the employee is suspected to be under the influence/impaired he/she will not be allowed to drive.
- Ensure the proper reasonable cause investigations have been conducted regarding suspected violation of this policy
- Report all incidents, near misses or any Reasonable Cause/Suspicion of impairment and arrange for any testing as required by this policy.

### Terrafirma Will:

- Provide ongoing leadership, training and education of supervisors to ensure safe and effective administration of the safety program
- Guide Employees who voluntarily seek assistance for a personal issue to the appropriate resource while maintaining confidentiality through counselling, referral and treatment options.
- Provide programs that emphasize awareness, education and training with respect to the use of Alcohol, Illegal Drugs and Medications
- Provide Reasonable Cause Education and Training to supervisors in order to recognize signs and symptoms of drugs and alcohol use, identify changes in performance and proper documentation to properly handle and administer a Reasonable Cause test.
- Actively support and encourage treatment programs and re-employment opportunities where applicable
- Ensure the Policy supports other performance management systems
- Comply with the alcohol and drug testing standards set out by relevant industry associations

### Subcontractor Responsibilities and Expectations

- Terrafirma expects all Subcontractors to meet the same standards for prevention testing and training and outlined in this policy. All subcontractors must have a fully implemented alcohol and drug program that
  - Meets or exceeds this Policy reflecting recognized industry standards set forth by ENFORM Alcohol and Drug Policy Model, COAA Model for Providing a Safe Workplace US DOT, HHS, or SAMHSA
  - Will communicate to their workers that Terrafirma prohibits the possession, consumption, sale or transport of Alcohol, Drugs, and Prohibited Substances.

### Prohibitions

The following are prohibited while on a Company Worksite or on Duty

- The use, possession, manufacturing, transportation, storage or sale of Alcohol, Drugs, or Drug Paraphernalia.

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- Any product or device that could tamper with a drug or alcohol test
- The possession storage or use of Medications prescribed to another individual without a medically obtained prescription (in the same of the employee, supervisors, or subcontractor)
- A manager or supervisor allowing an employee to access or remain on any Company Worksite, or represent Terrafirma in any manner where there is Reasonable Cause/Suspicion that an employee is under the influence of Drugs or Alcohol.

## Compliance

### Failure to Comply with this Policy

- Terrafirma will discipline an Employee who fails to comply with any requirement set forth by this Policy.
- Discipline may include a variety of reasonable measures, up to and including termination for cause.
- Determination of the appropriate disciplinary measure will depend on the facts surrounding each case, including the nature of the violation, prior violations, response to corrective programs and the seriousness of the violation

### Failure to Test, Refusal to Test, or Withdrawal of Consent

- A Failure to Test, Refusal to Test or Withdrawal of Consent shall be considered insubordination and breach of this Policy and may result in discipline measures up to and including termination for cause.

### Positive Test Result

- Any Employee that receives a Positive Test Result will be directed to meet with a Substance Abuse Expert for a mandatory Substance Abuse Assessment.
- SAE will complete an initial assessment to determine the level of assistance required by the employee. Failure to meet with an SAE or attend a SAA is violation of the policy and just cause for termination.

### Reasonable Cause/Suspicion of Impairment

- When there is Reasonable /Suspicion that an employee is not fit for duty or under the influence, such employees will be removed from Terrafirma Worksite and may be subject to drug and alcohol testing.
- Reasonable Cause/Suspicion is based on observations of physical symptoms, behavioral signs, changes in performance, appearance and objective findings such as odor.
- The investigation must be documented by the manager or supervisor that has detected or been informed of the suspicion of impairment.
- The decision to test an employee due to Reasonable Cause/Suspicion shall be confirmed by at least 2 individuals in management or HR
- Documentation of signs and symptoms and an interview with the suspected impaired employee, the manager or supervisor and another individual in management or HR.
- Failure to document Reasonable Cause/Suspicion in accordance with this Policy may be subject to disciplinary action, up to and including termination.

## Assistance and Accommodation

### Assistance

- Employees that believe they have developed a substance abuse problem are encouraged

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to seek assistance from their supervisor, human resources or an Employee Assistance Program to treat an addiction.

### Accommodation

- Terrafirma will make all reasonable efforts to accommodate an Employee with a substance abuse problem.
- These efforts may include Substance Abuse Assessments, counselling, employee and family assistance programs, and residential treatment facilities.
- Each case will be assessed on a case by case basis.

### Testing

Alcohol and Drug testing will be conducted for Safety-Sensitive Positions in the following circumstances:

#### Pre- Access/Site Access

Alcohol and drug testing may be required for employees working in safety sensitive positions to gain access or maintain site access to a client property. This is required when safety is a bona fide occupational requirement. This testing may be in accordance with the client requirements.

#### Post Incident and Near Miss

A supervisor or a manager will be responsible for assessing and documenting circumstances resulting in the incident or near miss. The employee involved in the Incident or Near Miss that caused or had the potential to cause serious injury or damage will complete Post Incident Drug and Alcohol testing or testing will be required at the direction of the client, if their requirement is more stringent. Testing will also be required as part of an investigation into a less serious incident if, as a result of the preliminary review, it is reasonably believed that Alcohol or Drug use may have been a factor. This will be at the discretion of Management and the client. Samples must be collected within eight hours after the incident for an Alcohol test and 32 hours after the incident for a Drug test.

The employee must be accompanied to the testing facility, not permitted to operate Company equipment or any motor vehicle to drive him/herself to the testing facility.

#### Return to Duty

Employees in Safety Sensitive Positions may be required to submit to alcohol and drug testing prior to reinstatement after an absence from duty for any reason of 30 days or longer.

#### Reasonable Cause Testing

A supervisor or a manager of an employee may request that an employee submit to Alcohol and/or Drug testing if the supervisor or manager and the next level of management, where possible, have reasonable cause or suspicion to believe that the Employee is or may be unable to work in a safe manner due to impairment.

#### Follow Up Testing

Alcohol and Drug testing may be conducted on an employee who is participating in a rehabilitative program recommended by an SAE. Employees may be required to participate in a follow up testing program for up to 24 months or at the recommendation of the SAE.

### Testing Procedures

- Any person who requires an Employee to be tested for Alcohol or Drugs under the terms of this Policy must tell the Employee beforehand why the test is being requested.
- At Terrafirma’s discretion, a qualified technician may be brought to Terrafirma Worksite to

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conduct testing

- The employee will be notified of their testing results by his or her direct supervisor or Designated Employee Representative (DER). The test results will be confirmed through an approved laboratory as discussed in Appendix A
- All Drug testing will be conducted by a certified collector utilizing authorized testing supplies by the approved lab.
- All Evidential Breath Testers (EBT) will be maintained to manufacturer standards and alcohol testing administered by a Breath Alcohol Technician.
- All positive test results will be confirmed by a Medical Review Officer to ensure there are no factors that may contribute to or influence the test result.
- Alcohol testing procedures will comply with recognized industry standards (Enform Alcohol and Drug Policy Model, COAA Model for Providing a Safe Workplace, US DOT, HHS, or SAMHSA).
- Drug testing includes both screening and confirmation tests consistent with recognized industry standards (Enform Alcohol and Drug Policy Model, COAA Model for Providing a Safe Workplace, US DOT, HHS, or SAMHSA)

### Confidentiality

- All test results will be handled in a confidential manner and will only be available to those personnel within Terrafirma that require knowledge of such results.
- Only those personnel on a need to know basis shall be informed when testing is conducted and the privacy of the employee must be respected at all times.
- Information will not be provided to anyone without the express written consent of the employee, except when required in the administration of this Policy or pursuant to any court order or when required by applicable law.

### 10.0 Policy Review

This policy is endorsed by Senior Management and shall be reviewed yearly at minimum in accordance with the yearly HSE Audit, or when legislation/regulations require.



MANAGEMENT SIGNATURE:  
NICOLE SAFRON – PRESIDENT

DATE: January 15, 2021  
Terrafirma Resources

*The safety information in all guidelines does not take precedence over applicable legislations and the OHS Code. All employees are responsible to become familiar with applicable legislations and code.*

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## Appendix A Testing Procedures

Terrafirma, will retain a qualified vendor or service agent which will provide alcohol and drug testing services and support. The vendor is required to follow all testing protocols as defined in the US DOT CFR 49 Part 40 Model, as adapted by the COAA Canadian Model and the Alcohol and Drug Policy Model for the Canadian Upstream Petroleum Industry by ENFORM, The Safety Association for Canada’s Upstream Oil and Gas Industry.

The results of all drug testing will be confirmed by a HHS Certified Laboratory or Certified Instrumented Initial Testing Facility as listed below:

<https://www.samhsa.gov/sites/default/files/workplace/certified-labs-list-september-2017.pdf>

All non-negative drug screen results will be sent to an approved Laboratory for confirmation testing.

All positive drug test results will be reviewed by Terrafirma, vendor or service agent’s Medical Review Officer to ensure there are no factors that may contribute to or influence the test result.

Test Results will be reported from the MRO as “Negative, Positive, Refusal to Test, or Cancelled” with additional comments as required by the MRO. The substance that triggered a non-negative or positive test will not be disclosed to Terrafirma or the levels detected due to employee privacy rights.

**Negative:** Employee is in compliance

**Positive:** Employee is in breach of the Policy and non-compliance

**Refusal to Test:** Employee is in breach of the Policy and non-compliance

**Cancelled Test:** The test result can not be relied on to determine compliance or non-compliance. All test results will be provided a confidential written report from the MRO to the designated Employee Representative with an explanation and direction of how to continue when required. (Dilute, adulterated or insufficient samples)

Evidential Breath Testers must be approved by the NHTSA and meet their specifications as a DOT compliant Evidential Breath Testing Device.

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## Appendix B

### Drug and Alcohol Detection Thresholds

The drug and alcohol testing service agent or vendor is required to conduct testing in accordance, at minimum, the levels listed below.

Alcohol Screen Level: equal to or over 0.020grams per 210 Litres of Breath or 0.020 BAC

Alcohol Confirmation Test: equal to or over 0.020 grams per 210 Litres of Breath or 0.020BAC

\*\*prior to a confirmation test a 15minute wait period must be observed. Once a confirmation test is complete and results are greater than or equal to 0.02BAC a "Positive" alcohol result is recorded

Table 1 Urine Drug Concentration Limits Effective October 1, 2010 (Part 40 DOT)

URINE Drug Concentration Limits Effective October 1, 2010 (Part 40 DOT)			
Initial Test Analyte	Initial Test Cutoff Concentrations	Confirmatory Test Analyte	Confirmatory Test Cutoff Concentration
Marijuana Metabolites	50 ng/mL	THCA	15 ng/mL
Cocaine Metabolites	150 ng/mL	Benzoylcegonine	100 ng/mL
Opiate Metabolites			
Codeine/Morphine	2000 ng/mL	Codeine	2000 ng/mL
		Morphine	2000 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines			
AMP/MAMP	500 ng/mL	Amphetamine	250 ng/mL
		Methamphetamine	250 ng/mL
MDMA	500 ng/mL	MDMA	250 ng/mL
		MDA	250 ng/mL

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## 1.10 Right to Refuse Unsafe Work

Workers have the right to refuse unsafe work in accordance with the Alberta Occupational Health and Safety Act, Section 31, “Right to Refuse Dangerous Work”. Under this legislation, a worker may refuse to work or do particular work at a work site if the worker believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the worker’s health and safety or the health and safety of another worker or another person.

In addition, Section 5 of the Alberta OHS Act outlines a worker’s obligation under the legislation to report to the employer or supervisor a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed.

A worker who exercises their right to refuse unsafe work must immediately report the work refusal to their direct Supervisor. The Supervisor is then required to contact Terrafirma Resources Management immediately with the reason(s) for the worker’s refusal. Work must stop, and may not resume, until the unsafe work concern has been addressed. The necessary action will be taken to remedy any dangerous action or condition on the work site.

All work refusal occurrences will be inspected by Terrafirma Resources in conjunction with the worker (when reasonably practicable to do so). A report of the work refusal shall be created and copy shared with the worker, the health and safety representative or joint health and safety committee (if one exists).

No disciplinary action will be taken against a worker for acting in compliance with the Right to Refuse Dangerous work legislation. Training for workers shall be provided on the work refusal procedures.



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NICOLE SAFRON– PRESIDENT

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### Applicable Legislation

**Alberta** – OHS Act, Section 31

**British Columbia** - OH&S Regulation, Part 3.12 – Procedure for Refusal, Part 3.13 No Discriminatory Action

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## 1.11 Modified Work Policy

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Terrafirma Resources will provide temporary modified work assignments for employees who are unable to perform their regular duties because of work related injuries or illnesses as determined by a physician in conjunction with the applicable WCB authority.

The purpose of this policy is to provide temporarily disabled employees the opportunity to remain in the workforce by utilizing the rehabilitative efforts of gradual re-entry to full capacity employment and to reduce the costs of our Workers Compensation program.

A modified work assignment is any work for which the employee is qualified and which is compatible with the employee’s physical restrictions or limitations resulting from a work related injury or illness.

Modified work will comply with the physician’s orders and shall not be a type of work that will result in a re-injury to the worker.

If the employee feels that they are physically unable to perform the modified work assignment related to their expertise the manager or Forman shall modify their work to another field and ensure that they are properly trained to perform this task.

An employee on modified work duty shall be regularly evaluated by a physician to determine if there has been any progress in the employee’s injuries or illness. The employee shall keep Terrafirma Resources posted as to their condition.

The duration of the employee on the modified work program will be determined case by case with the help of a physician’s opinion.



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## 1.12 Legislation

Safety Legislation is designed to protect workers, the public and the environment. Compliance with legislation helps prevent personal injuries, fines and legal actions. Terrafirma Resources will comply with all applicable legislation:

### Provincial:

- Energy and Utilities Board Act
- Occupational Health Safety Act, Regulations & Code
- Oil and Gas Conservation Act
- Pipeline Act and Regulations
- Public Health Act
- Noise Regulation
- Safety Codes Act
- Infrastructure and Transportation
- Transportation of Dangerous Goods Act & Regulations
- Hazardous Waste Regulation
- Clean Air Act & Regulations
- Commercial Vehicle Safety Regulation
- Traffic Safety Act
- Worker Compensation Act and Regulations
- Alberta Human Rights Legislation
- Building Code
- Electrical Utility Code
- Fire Code

### Alberta

- Due Diligence – Chapter 4 (Actions for Workers), 3 & 4 – Imminent Danger/Refusing Unsafe Work
- OHS Act, Section 35 – Existence of Imminent Danger
- OH&S Act, Section 2 – Obligations of Employers, Workers etc.
- OHS Code, Part 27 - Violence

### British Columbia

- OH&S Regulations, Chapter 1 – Key Responsibilities
- OH&S Regulations, Chapter 2 – Due Diligence
- OH&S Regulations, Chapter 3 – Actions for Supervisors
- OH&S Regulations, Chapter 4 – Actions for Workers
- Workers Compensation Act, Part 3
- OH&S Regulations, Part 3 – Rights and Responsibilities

### Federal:

- Canada Oil and Gas Operations Act
- Canada Labour Code
- Canada Shipping Act
- Explosives Act
- Hazardous Products Act (WHMIS)
- National Energy Board Act
- Transportation of Dangerous Goods Act
- Energy Resources Conservation Board (ERCB)
- The National Safety Code
- The Charter of Rights and Freedoms

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Management must notify employee of these requirements and should review regulations for each specific job with employees. In some cases the Terrafirma Resources may also stipulate site-specific precautions. These precautions are also to be followed.

## 1.13 Records and Statistics

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### Records

Safety program management is a dynamic and constantly evolving process. The maintenance of records should track this process. These records provide reference of program activities and results. They provide the information necessary to assess the program, make necessary modifications, and plan for future activities. The forms and reports help to identify any trends good or bad that may be resulting from incidents, accidents and near misses handed in to the office.

### Reports on File

Safety related reports that are kept on file should be stored so they are available. Reports that should be kept on file include:

- New Employee Orientation Forms
- Sub-Contractor Agreements
- Minutes of Monthly Safety Meetings
- Hazard Assessment Forms
- Pre-Job Meetings
- Work Orders
- Reports of formal and informal Inspections
- Incident / Accident / Near Miss Reports
- Investigation Reports
- Corrective Action documentation
- Audit Documentation.

All forms and reports should be neat and readable, completely filled out and signed, dated by the appropriate worker, supervisor and manager.

All pre-job meeting and hazard assessments will be signed by all personnel in attendance.

Monthly safety meeting minutes will be signed by all personnel in attendance. Meeting minutes will be filed by date. For absent employees and contractors the safety meeting minutes will be posted on the bulletin board in the office or the shop.

All records are filed and locked in Terrafirma Resources Head Office. All information is kept strictly confidential.

### Statistics

Statistics will be recorded on a monthly basis and a yearly overview created at the end of each year so that the findings can be analyzed and used as a tool to assess the current safety program and implement necessary changes.

The injury frequency rate and injury severity rate as set in the American National Standards Institute (ANSI) Z16.4 Code are two commonly used indicators.

The Injury Frequency Rate is calculated as follows:



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Injury Frequency Rate:

$$\frac{\# \text{ of lost time cases } \times 200,000}{\# \text{ of employee hours of exposure}}$$

A recordable case is an injury incident in which results in one or more lost work days other than the day of the accident.

A Recordable Injury includes:

- Medical Aid Injury
- Lost Time Injury
- Modified Duty
- Fatality.

The injury Severity rate is calculated as follows:

Injury Severity Rate:

$$\frac{\# \text{ of workdays lost } \times 200,000}{\# \text{ of employee hours of exposure.}}$$

**Note:** This formula only works for companies who have 40 workers and up.



## 1.14 General Requirements - FORMS

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# EMPLOYEE WARNING NOTICE

## EMPLOYEE INFORMATION

<b>Employee Name:</b>	<b>Position:</b>
<b>Supervisor/Foreman Name:</b>	<b>Job Number:</b>
<b>Job Location:</b>	<b>Date of Violation:</b>
<b>Date of Warning:</b>	<b>Time of Violation:</b>

## NATURE OF VIOLATION

<input type="checkbox"/> Absenteeism	<input type="checkbox"/> Tardiness	<input type="checkbox"/> Carelessness
<input type="checkbox"/> Unsatisfactory Work Quality	<input type="checkbox"/> Disobedience	<input type="checkbox"/> Violation of Company Policies
<input type="checkbox"/> Failure to Follow Instructions	<input type="checkbox"/> Violation of Company Rules	<input type="checkbox"/> Intoxication or Drugs
<input type="checkbox"/> Willful Damage to Equipment	<input type="checkbox"/> Rudeness	<input type="checkbox"/> Wrongful Conduct
<input type="checkbox"/> Working on Personal Matters	<input type="checkbox"/> Other (Describe):	

## ACTION TO BE TAKEN

<input type="checkbox"/> Verbal Warning
<input type="checkbox"/> Written Warning
<input type="checkbox"/> Suspension
<input type="checkbox"/> Dismissal

## EMPLOYER STATEMENT

<b>Employer Signature:</b>	<b>Date:</b>
----------------------------	--------------

## EMPLOYEE STATEMENT

I have read this Employee Warning Notice and I understand it. I realize that further misconduct may result in additional discipline up to and including my dismissal from the company.

<b>Employee Signature:</b>	<b>Date:</b>
----------------------------	--------------



## MONTHLY SAFETY STATISTICS

DATE	
Month	Year
STATISTICS	
Description	Amount
# of new Safe Work Practices	
# of new Safe Job Procedures	
Near Miss	
Incidents/Accidents	
First Aid	
Medical Aid	
Lost Time Injury	
Modified Duty Injury	
Fatality	
Occupational Illness	
Property Damage Under \$1000.00	
Property Damage Over \$1000.00	
Vehicle Damage Under \$1000.00	
Vehicle Damage Over \$1000.00	
Environmental Spills Under 200 Litres	
Environmental Spills Over 200 Litres	
Number of Days Lost to Injury	
Number of Days Modified Duty	
Total Worker Hours	
Total Kilometers Driven	
Injury Frequency Rate	
Injury Severity Rate	
QUESTIONNAIRE	
Have the safety statistics changed in the last month?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, are they:	<input type="checkbox"/> Better <input type="checkbox"/> Worse
Has a trend been established as to the type of incidents or near misses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have actions been taken to prevent a reoccurrence?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
SIGNATURE	
Signature	Date

## YEARLY SAFETY STATISTICS

DATE		
Month	Year	
STATISTICS		
Description	Current Year	Last Year
# of new Safe Work Practices created		
# of new Safe Job Procedures created		
# of Workers Hired		
# of Safety Meetings Held		
Inspections Completed		
Near Miss		
First Aid Injury		
Medical Aid		
Lost Time Injury		
Modified Duty Injury		
Fatality		
Occupational Illness		
Property Damage Under \$1000.00		
Property Damage Over \$1000.00		
Vehicle Damage Under \$1000.00		
Vehicle Damage Over \$1000.00		
Environmental Spills Under 200 Litres		
Environmental Spills Over 200 Litres		
Number of Days Lost to Injury		
Accident Frequency Rate		
Accident Severity Rate		
Total Kilometers Driven		
Total Worker Hours		
QUESTIONNAIRE		
Have the safety statistics changed in the last year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has a trend been established as to the type of incidents or near misses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have actions been taken to prevent a reoccurrence?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
SIGNATURE		
Signature	Date	



# MODIFIED WORK OFFER

EMPLOYEE INFORMATION	
Date (dd/mm/yy):	Name:
Project:	Date of Injury/Illness:
Contact Phone:	Claim #:
Contact Fax:	Employee #:
Please be advised that the above worker who sustained an <i>injury / illness</i> (circle one) has been placed on <b>Modified Work</b> as of:	
MODIFIED WORK DUTIES	
In keeping with our policy to consider suitable employment for employees unable to perform their regular duties, we are offering the following <b>Modified Work Duties</b> .	
MODIFIED WORK DETAILS	
TerraFirma Resources will continually review your progress and adjust the length of this placement as required, based on relevant medical information. Your rate of pay <i>will / will not</i> (circle one) remain at its pre-accident rate.	
Rate of Pay:	Hours of Work to be Performed:
During this modified work placement, you will be supervised by:	
TerraFirma Resources requests that you meet with the following individual on a regular basis (minimum weekly) to review your progress.	
Name:	Position:
If you have any concerns or difficulties, please notify the <b>Supervisor</b> or <b>Safety Coordinator</b> immediately.	
MODIFIED WORK ACCEPTANCE	
<input type="checkbox"/> OFFER ACCEPTED <input type="checkbox"/> OFFER DECLINED	
Employee Name:	Employee Signature
Manager Name:	Manager Signature:



## FOLLOW UP ASSESSMENT RETURN TO WORK

<b>EMPLOYEE CONSENT</b>		
I hereby authorize the attending physician(s), doctor(s), specialists, or any other attending medical authority to reveal his/her/their findings to my employer with respect to the follow-up assessment.		
Employee Signature:	Date:	
Notice to Employee: Misrouting of this information may result in delays in processing your medical and compensation benefits. It is to your advantage that your supervisor be informed of the result of you medical treatment as soon as possible by a phone call and returning this form.	Initial:	
<b>PHYSICIAN'S REPORT</b>		
<b>Modified Duties Available</b>		
The company offers modified duties to accommodate the worker, depending on the worker's restrictions. Please specify the restrictions below so the worker can report this to his/her supervisor on site.		
<b>Attending Physician's Administrative Instructions</b>		
Please provide the following information on the patient:		
<b>Recommendations:</b> <input type="checkbox"/> Regular Work <input type="checkbox"/> Modified Duty <input type="checkbox"/> Therapy <input type="checkbox"/> Incapable of Work		
<b>Initial Diagnosis:</b>		
<b>Summary of Continued Treatment:</b>		
<b>Treatment Plan for On-site Nurse/Continued Care:</b>		
<b>Estimated Return to Work Date:</b>	<b>Follow-up Appointment Date:</b>	
<b>Light Duty Restrictions:</b>		
<b>Additional Comments:</b>		
<b>PHYSICIAN INFORMATION</b>		
<b>Hospital Clinic:</b>	<b>Phone Number:</b>	
<b>Physician's Name:</b>	<b>Physician's Signature:</b>	<b>Date:</b>



## MEDICAL INFORMATION RELEASE CONSENT

### EMPLOYEE CONSENT

I hereby authorize the attending physician(s), doctor(s), specialists, or any other attending medical authority to reveal his/her/their findings to my employer with respect to this injury.

<b>Employee Signature:</b>	<b>Date:</b>
<b>Notice to Employee: Misrouting of this information may result in delays in processing your medical and compensation benefits. It is to your advantage that your supervisor be informed of the result of you medical treatment as soon as possible by a phone call and returning this form.</b>	<b>Initial:</b>

### PHYSICIAN'S REPORT

#### Modified Duties Available

The company offers modified duties to accommodate the worker, depending on the worker's restrictions. Please specify the restrictions below so the worker can report this to his/her supervisor on site.

#### Attending Physician's Administrative Instructions

Please provide the following information on the patient:

**Recommendations:**

Regular Work    
  Modified Duty    
  Therapy    
  Incapable of Work

**Diagnosis:**

**Summary of Treatment:**

**Treatment Plan for On-site Nurse/Continued Care:**

<b>Estimated Recover Time:</b>	<b>Follow-up Appointment Date:</b>
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**Light Duty Restrictions:**

**Additional Comments:**

### PHYSICIAN INFORMATION

<b>Hospital Clinic:</b>	<b>Phone Number:</b>
<b>Physician's Name:</b>	<b>Physician's Signature:</b>
<b>Date:</b>	



# WCB CLAIMS MANAGEMENT AGREEMENT

## TERMS OF AGREEMENT

Please carefully read the terms of agreement below.

I, the below signed, agree and fully understand that it is a condition of my employment with Terraforma Resources that if I seek any medical aid as a result of a work related injury and/or any condition, which I believe to be a result of my employment with Terraforma Resources, that I hereby consent to, and authorize, the treating physician to release all medical information and records pertaining to the work related injury and/or condition to Terraforma and/or their representatives or agents.

I understand that if I am injured, while on the job, it is my responsibility to ensure that I:

- Notify my immediate supervisor and/or a company safety supervisor prior to seeking medical aid, except in cases of emergency.
- Obtain medical aid, if required, and to notify the treating physician that Terraforma does have a "Modified Work Program".
- Will obtain a copy of required medical information and present it to Terraforma should the attending physician neglect to send the required medical information to Terraforma.
- Obtain a copy of Terraforma Resources "Consent to Release Medical Information Form" from Terraforma Resources safety department, and ensure the attending physician is given this form to complete.
- Return the completed "Consent to Release Medical Information Form" to the safety department supervisor.
- I am required to meet with the Safety Department Supervisor to discuss my return to work plans. If that includes modified work then I will be complete a "Modified Work" offer Form during this meeting.
- Prior to return to work, I understand that I will be required to be cleared by a physician and I must obtain and have the physician fill out a "Follow up Assessment Form".
- Return the completed "Follow-up Assessment Form" to the safety department supervisor.
- To participate in any modified work assigned to you provided it has been approved by the attending physician.
- To keep Terraforma Resources Safety Supervisor informed of all medical treatment, changes in prognosis, prescriptions prescribed and any other information relative to the injury that could affect positively or negatively, my return to work plans.

## AGREEMENT ACCEPTANCE

By signing and dating below, the terms of the agreement as outlined in this document are agreed to.

**Employee Name:**

**Employee Signature:**

**Date:**